

CONFIDENTIAL*Records*

NPIC-END OF FISCAL YEAR INVENTORY OF RECORDS

FISCAL YEAR

Division or Staff Office of the Director Room No. 6N212

Branch or Section _____ Room No. _____

	Records on Hand 30 June				Records Destroyed				
Column	1	2	3	4		1	2	3	4
Type Of Material	Number of Drawers	Number of Sections	Linear Feet	Cubic Feet		Number of Drawers	Number of Sections	Linear Feet	Cubic Feet
Letter Size (Safe or Cabinet)									
Legal Size (Safe or Cabinet)	22 13		44 26						
Letter Size (Desk Drawer)									
Legal Size (Desk Drawer)									
3x5 Cards									
5x8 Cards									
IBM Cards									
Book Case Sections									
Open Shelf Files									
(Map Lib. & Film File)									
Shelf Files (Space Finder)									
Others (Specify)									
Total									

50X1

Remarks

Note: Columns 1, 2, & 3 to be filled in by Branches - Column 4 by the Admin Staff

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C O N F I D E N T I A L

MEMORANDUM FOR: Chief, O/DIR

SUBJECT: Inventory of NPIC Records, Fiscal Year 1963

1. The National Photographic Intelligence Center has been requested by the Records Management Staff to make an annual report of the volume of records on hand at the end of the fiscal year and amount of records destroyed during the fiscal year.

2. In order to comply with this request, it is necessary that you complete an inventory of the records maintained by your office and an estimate of the volume of records destroyed during the fiscal year.

3. For the purposes of this inventory, "records" or "records material" are defined as that intelligence, administrative, and/or reference material (regardless of form) maintained in any manner in NPIC offices.

4. Material placed in filing equipment for overnight or transitory storage will not be included in this inventory.

5. The attached form is provided for recording your inventory. Please report estimates to the nearest linear foot of depth. A letter or legal-size safe drawer is two feet in depth.

6. It is requested that this report be forwarded to the Administrative Staff by c.o.b. 2 August 1963.

7. If further assistance is required in the completion of this report, please call

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Area Records Officer, NPIC

C O N F I D E N T I A L